

Equalizer Software Training Schedule

2nd Quarter, 2008

	Monday	Tuesday	Wednesday	Thursday	Friday
April		1	2	3	4
	7 Tax Level I	8 Tax Level II	9 Special Assessments	10	11
	14 Bldg. Dept. Inspector Intro	15 Bldg. Dept. Support Intro	16 Bldg. Dept. Admin	17 Bldg. Dept. New Version Conversion	18
	21 Commercial Industrial	22 Personal Property	23 APEX - Big Rapids	24	25 Delinquent County Tax User Group
	28	29 IT Right Web Design	30	31	

May				1	2 Utility Billing User Group
	5 Assessing Level I	6 Assessing Level II	7 Assessing Level III	8 Tax Level I	9 Tax Level II
	12	13 Fund Accounting I	14 Fund Accounting II	15 IT Right Web Design	16
	19 Bldg. Dept. Inspector Intro	20 Bldg. Dept. Support Intro	21 Bldg. Dept. Administrative	22 Bldg. Dept. New Version Conversion	23
	26 Closed Memorial Day	27 Delinquent Personal Property	28	29	30

June	2 Utility Billing Report Writer	3 Assessing Level I	4 Assessing Level II	5 IT Right Web Design	6
	9 Tax Level I	10 Tax Level II	11 Assessing & Tax Report Writer	12	13
	16 Bldg. Dept. Inspector Intro	17 Bldg. Dept. Support Intro	18 Bldg. Dept. Administrative	19 Bldg. Dept. New Version Conversion	20
	23	24 Utility Billing Refresher I	25 Utility Billing Refresher II	26	27
	30				

Groups of 4 or more may schedule Assessing & Tax Training in Big Rapids with Dan Kirwin. Contact 517-819-3625.

Retake a class for free! If you would like to brush up on recently learned skills, you may retake the same class within 6 months free of charge if space is available. Call for details.

Registration Information

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LOCATION

Training classes are held in our office in Bath, MI. BS&A Software has historically been a casual company and we encourage our customers to dress comfortably when attending a class. Feel free to wear jeans or shorts (weather permitting, of course)!

INSTRUCTORS

Class instructors will be Colleen Brook, Marketing/Training Rep; Bill Garner, Marketing/Training Rep; Kelly Garner, Marketing/Training Rep, Dan Kirwin, Marketing/Training Rep, Edie Hunter, Marketing/Training Rep, and Jeff Howe, Permit Trainer. Occasionally, another qualified member of our staff may teach a class, depending on the availability of the primary instructors.

CLASS TIME

Each class is one full day from 9:00 a.m. - 4:00 p.m. with a lunch break. Lunch is on your own; restaurants will be discussed in class.

CLASS FEES/INVOICING INFORMATION

Class fee is **\$195** per person/per class. **We ask that you DO NOT send payment until you are invoiced. Advanced registration is required by filling out and returning the form below. Sorry, no phone reservations will be accepted.**

CONFIRMATION

Confirmation of your registration will be sent prior to the scheduled class date(s). This will include directions to our office and hotel information. No hotel rooms are blocked; reservations are the responsibility of the attendee(s).

CANCELLATION POLICY

BS&A Class Cancellation: At least four (4) individuals must be registered for a class to be held. In the event of low registration, the class will be cancelled. Those registered will be notified at least one week prior to the scheduled date and will be given priority to register in the next available class.

Attendee Cancellation: Cancellation by attendees made less than four (4) working days prior to class, or a "no-show" without prior notification, will result in a \$50 administration fee per attendee.

Mail or Fax Completed Form to:
BS&A Software • 14965 Abbey Lane • Bath, MI 48808
 Fax 517.641.8960

CLASS	DATE	# ATTENDING	REGISTRATION INFORMATION
ASSESSING			UNIT: _____
Assessing Level I	_____	_____	COUNTY: _____
Assessing Level II	_____	_____	
Assessing Level III	_____	_____	
Assessing Level IV	_____	_____	
Personal Property	_____	_____	CONTACT: _____
Apex Sketch	_____	_____	
Commercial/Industrial	_____	_____	PHONE: _____
Splits & Combination	_____	_____	
TAX			EMAIL: _____
Tax Level I	_____	_____	ATTENDEES: _____
Tax Level II	_____	_____	
Special Assessments	_____	_____	
Delinquent Personal Property	_____	_____	
Asg/Tax Report Writer	_____	_____	_____
BUILDING DEPT.			_____
Inspector Intro	_____	_____	_____
Support Staff Intro	_____	_____	
Administrative (Advanced)	_____	_____	
New Version Conversion	_____	_____	
FUND ACCOUNTING			_____
Fund Accounting I	_____	_____	_____ - _____ - _____
Fund Accounting II	_____	_____	
Utility Billing Report Writer	_____	_____	
Utility Billing Refresher I	_____	_____	
Utility Billing Refresher II	_____	_____	
_____	_____	_____	
IT RIGHT COURSE			Please indicate the location you will be attending classes.
Web Design (9am-Noon)	_____	_____	_____ BS&A office in Bath Twp
			_____ Big Rapids with Dan Kirwin